



National Aeronautics and
Space Administration

John H. Glenn Research Center
at Lewis Field

Lewis' Educational and Research Collaborative Internship Program (L.E.R.C.I.P.)

2004 SUMMER INTERNSHIP FOR COLLEGE STUDENTS

“To inspire the next generation of explorers... as only NASA can.”

Program Description

This is an educational program that provides a summer opportunity for college students of Science, Technology, Engineering, and Mathematics (STEM). Internships of a 10-week duration are available during the summer months at the NASA John H. Glenn Research Center (GRC). The internships are offered under the auspices of Lewis' Educational and Research Collaborative Internship Program (L.E.R.C.I.P.) and are a collaborative undertaking of GRC's Educational Programs Office (EPO) and the Ohio Aerospace Institute (OAI). The L.E.R.C.I.P. college component offers opportunities for graduating 2004 high school seniors through Ph.D students.

Program Goal

L.E.R.C.I.P. provides students with introductory professional experiences to complement their academic programs and research interest under the guidance of a GRC scientist or engineer who serves as the student's mentor. The program is designed to provide experiences in a research and development environment in order to expand the student's understanding of possible career choices that are available at NASA. Program activities include oral presentations, and a variety of enrichment activities. Because of the programs short duration and intensive requirements, no vacation time or summer day classes can be taken during the internship. If selected, the student must be present for the entire 5-day, 40-hours per week (8:00 am to 4:30 pm, Monday through Friday) assignment.

Additional Opportunities

The L.E.R.C.I.P. program also has the following other internship opportunities: NASA college scholars, secondary school teachers, and high school students who are current 10th and 11th graders. Interested individuals can obtain L.E.R.C.I.P. application information and respective deadline dates by accessing the EPO website at <http://www.grc.nasa.gov/WWW/OEP/intern.htm> or <http://www.oai.org>

Glenn Research Center

NASA GRC is located in the Great Lakes region of Ohio and occupies a 350-acre site, adjacent to Cleveland Hopkins International Airport. The Center comprises over 150 buildings, which contains a unique collection of world-class facilities. Over 3600 people staff Glenn, including civil service employees and support service contractors.

Since 1941, GRC have been pioneers and innovators who have expanded horizons and opened frontiers for our explorers in air and space. GRC is responsible for developing and transferring critical technologies that address national priorities in aeropropulsion and space applications. Our work is focused on research for new aeropropulsion technologies, aerospace power, microgravity science, electric propulsion, and communications technologies for aeronautics, space, and aerospace applications. You are encouraged to visit the NASA GRC home page to learn more about our research activities, programs and personnel at <http://www.grc.nasa.gov>.

Ohio Aerospace Institute

Established in 1989, OAI is a private, nonprofit consortium of education, industry, and government partners supporting collaborative efforts in research, education, and training. OAI is located next to the GRC, West Area. OAI's research partnerships have led to significant advances in aerospace systems, new technologies in biomedical components, and improved design and manufacturing systems. More information on OAI can be found at <http://www.oai.org>.

Eligibility Requirements

Applicants must be **U.S. CITIZENS** who are full-time students pursuing a baccalaureate or higher degree in a field of Science, Technology, Engineering, and Mathematics at an accredited college or university throughout the United States or Puerto Rico. College-bound graduating high school seniors or 2-year college students with demonstrable plans to pursue baccalaureate degrees are also eligible. Students must have a cumulative GPA of 3.0 on a 4.0 scale. Application deadline date: **January 31, 2004**.

Application Information

Students seeking internships must submit an application to OAI. You will be sent a postcard or an email (if provided) acknowledging receipt of your application. All students are required to complete the entire 10-week tenure. The program does not provide for vacation time and such time should be scheduled outside the tenure period. Students are expected to adhere to the tenure period and dates specified on their application.

Additional information may be obtained by contacting any of the following:

Email: internships@oai.org Email: intern@grc.nasa.gov

Application materials must be received no later than **JANUARY 31, 2004**, to assure consideration. Application materials received after the deadline will not be considered or processed. **FAXED copies are unacceptable.**

College Selection Criteria

Selection in this program is very competitive and is based on the following

- GRC organizational, programmatic and budgetary commitments
- Academic level and relative coursework
- Performance background and research interests
- Student/Mentor availability

STUDENTS IDENTIFIED FOR INTERNSHIP POSITIONS will be notified of internship appointment via an official offer letter by APRIL 15th. No verbal offers will be honored. Due to the large number of applicants, only SELECTED STUDENTS WILL BE NOTIFIED.

Stipend Information

Students receive a **biweekly** stipend for their appointments. The stipend amount depends on the academic standing achieved by the student at the time tenure begins and must be supported by student's transcripts. If selected, stipend details and program information will be provided in the offer letter. The normal statutory tax withholdings will be withheld and is based on the tax status filed by each individual.

Academic standing: Freshmen/Sophomore \$800 Junior/Senior \$1000 Master/Doctoral Student \$1200

Travel Reimbursement

One round-trip travel reimbursement will be provided to participants whose city of permanent residence are more than 50 miles from Cleveland and relocate for the program. Reimbursement is based on student's permanent residence and shortest-route. Mileage @ 37 cents per mile will be paid to eligible students approximately 1 week **after** tenure begins.

Internship Tenure Dates for 2004

Session I: May 24 to July 30, 2004

Session II: June 7 to August 13, 2004

Session III: June 14 to August 20, 2004

Housing Accommodations

Students are responsible for making their own housing and travel arrangements. This program does not provide living expenses. If a list of short-term housing is desired, check the appropriate box on the application and one will be provided to you. Please understand that the housing list has been assembled by OAI for your convenience. Accommodations on the list have not been checked and OAI does not advocate them over other accommodations you may find on your own. If selected for the program, you are encouraged to start your search for housing as soon as possible.

2004 COLLEGE STUDENT APPLICATION FORM

Please type or print in black ink only.

Legal name: _____
First MI Last

Date of birth: _____
Month Date Year

Social Security number: _____

Place of birth: _____
City State Country

U.S. citizen ☐ Yes ☐ No

Gender: Male ☐ Female ☐

If U.S. citizen and born outside the U.S. or Puerto Rico you **must** provide the information requested below and if selected provide documentation prior to start date.

Naturalization or Passport Number: _____

Date Issued: _____ Date Expired: _____

YOU MUST PROVIDE BOTH ADDRESSES:

Permanent (home) address:

City State Zip Code

School name/address:

City State Zip Code

Telephone: _____

Telephone: _____

Alternate telephone: _____

Alternate telephone: _____

E-mail address: _____

School E-mail address: _____

Please check box below where you want any L.E.R.C.I.P. program correspondence sent to (prior April 30):

☐ Permanent Home Address

☐ School Address

If you are a graduating high school senior, you will be considered a college freshmen in the Fall 2004. List college(s) you have applied or been accepted to for fall enrollment:

1. _____ 2. _____ 3. _____

Current academic level: _____

ACADEMIC LEVEL as of Fall 2004: _____ COLLEGE MAJOR: _____

_ College Freshman (13)

_ College Junior (15)

_ Master Student (17)

_ College Sophomore (14)

_ College Senior (16)

_ Ph.D. Student (18)

_ HS Teacher (19)

Credit hours earned as of May/June 2004: _____ Total credit hours required for graduation: _____

Planned graduation date: _____
Month date year

Cumulative GPA out of 4.0 _____ must be supported by school transcripts (*Minimum eligibility: 3.0 GPA*)

PROGRAM USE ONLY

Date Received: _____

PR Requirement: \$ _____

Date Processed: _____

11 12 13 14 15 16 17 18 19

Initials: _____

PLACEMENT INFORMATION

Please indicate the engineering discipline in which you would like to intern *if positions are available*. If choosing more than one discipline, please indicate order of preference by numbering 1 through 3 with 1 being your first choice. Final student placement is determined by mentors' summer assignment requests. We do not offer internships in **BIOLOGY, MEDICINE, or VETERINARY MEDICINE**.

_____ Aerospace engineering _____ Biomedical _____ Ceramic engineering _____ Chemical engineering _____ Chemistry _____ Computer eng./science _____ Electrical engineering _____ Electronics engineering _____ Environmental eng./science	_____ Materials engineering _____ Math _____ Mechanical engineering _____ Optics _____ Physics _____ Polymers _____ Structural engineering _____ Systems engineering	_____ Accounting _____ Business administration _____ Education _____ Graphics _____ Personnel _____ Procurement
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Other (be specific): _____

2004 Summer Internship Dates (must check one)

☐ Session I: May 24 to July 30, 2004
 ☐ Session II: June 7 to August 13, 2004
 ☐ Session III: June 14 to August 20, 2004

Have you previously participated in a NASA or Federal Program? ☐ Yes ☐ No (If no skip to next questions)

Check any of the following NASA programs you have applied for (A) or participated in (P) previously, and indicate the year:

(A) (P)	(Year)	(A) (P)	(Year)
<input type="checkbox"/> <input type="checkbox"/> GRC Engineering Technology	_____	<input type="checkbox"/> <input type="checkbox"/> FIRST	_____
<input type="checkbox"/> <input type="checkbox"/> GRC Explorers	_____	<input type="checkbox"/> <input type="checkbox"/> SEMAA	_____
<input type="checkbox"/> <input type="checkbox"/> GRC NASA Plus	_____	<input type="checkbox"/> <input type="checkbox"/> NASA SHARP	_____
<input type="checkbox"/> <input type="checkbox"/> GRC Shadowing	_____	<input type="checkbox"/> <input type="checkbox"/> NASA PROJECT	_____
<input type="checkbox"/> <input type="checkbox"/> GRC TSU College Bound	_____	<input type="checkbox"/> <input type="checkbox"/> NASA Student Involvement Program (NSIP)	_____
		<input type="checkbox"/> <input type="checkbox"/> OTHER _____	_____

How did you learn about the program?

- ☐ Inquiry to NASA about summer opportunities
- ☐ Educational Programs staff member
- ☐ Group visit to Glenn Research Center
- ☐ Faculty member or school official
- ☐ NASA website
- ☐ GRC Educational Programs website
- ☐ Previous Program Participant

___ Relative who works for NASA/NASA contractor:

Name/Relationship

Company Name/Area/Organization

___ Other (please specify): _____

___ NASA Corporate Recruitment Event (Information Session/Career Fair)

University where event was held

Date attended

Housing Information

If selected, do you need to be provided with the program's short-term housing list? ☐ YES ☐ NO

Do we have your permission to include your name and email address in a listing to be sent to selected students interested in shared housing? ☐ YES ☐ NO

Student's Narrative Statement

Student's name _____ Date _____

In the space below, tell us what you would like to achieve during your internship at GRC (**Typed or legibly written using black ink**) addressing the following:

- Reason(s) for wanting to participate in L.E.R.C.I.P.
- Academic field of interests and potential placement areas
- How this internship would help you pursue your career interests/aspirations
- How both you and NASA will benefit if you are selected to participate

ACADEMIC INFORMATION

Current school/college/university: _____

City: _____ State: _____ Zip code: _____ Telephone number: (____) _____

If high school senior, what college are you planning to attend:

Degree currently pursuing: ☐ B.A. ☐ M.S. ☐ Joint B.S./M.S. ☐ Ph.D.

Academic major: _____ Academic minor: _____

Will you be attending a different college/university in Fall 2004? ☐ Yes ☐ No

If yes, check reason: ☐ Transfer student ☐ Graduating senior ☐ First year graduate student ☐ Ph.D. student

If yes, to which college/university? _____

City: _____ State: _____ Zip Code: _____ Telephone number: _____

All applicants, you must list your anticipated Winter/Spring 2004 courses:

Academic Honors/Awards:

Work experience:

List special training or skills related to your academic major and internship placement choice(s):

References:

You must provide two references other than the teacher/faculty providing your recommendation for the program.

1. _____
Name, Title Telephone number

2. _____

<i>Name, Title</i>	<i>Telephone number</i>
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STUDENT CERTIFICATION

I certify, by my signature below, that I am a citizen of the United States of America and that all information contained in this application is accurate and correct. I further understand and agree that any misrepresentation or inaccurate information on this completed application will be cause for disqualification for consideration and from participation in the L.E.R.C.I.P. program and other NASA Programs. I also understand that if selected to participate, I must participate for the full duration of the program and failure to do so or abide by the program policies if selected will result in the immediate termination of my internship.

Printed legal name _____

Signature _____ Date _____

L.E.R.C.I.P. Past Participants Only:

If you were a past participant of L.E.R.C.I.P. 2003 at GRC, would you like to return to the same organization and mentor? ☐ Yes ☐ No

If yes, you are encouraged to contact the mentor and let him/her know that you have applied for 2004 and if summer positions are available in his/her respective organization you would like to be considered. Remember there is **NO** guarantee of a position, as organizational and budgetary needs change each year.

Would you like to be notified of other internship opportunities that may be available? ☐ Yes ☐ No

Student Information

Name: _____

☐ Male ☐ Female

Program you are applying for: L.E.R.C.I.P. College Internship

In order to determine the degree to which members of each ethnic/racial group are reached by this announcement, NASA requests that the student check the appropriate block(s) below. Submission of this information is VOLUNTARY. Please complete and return with application materials.

1. Ethnicity background

- a. ☐ African-American/Black
- b. ☐ Asian American*
- c. ☐ Caucasian/White
- d. ☐ Hispanic/Latino
- e. ☐ Native American or Alaskan Native
- f. ☐ Pacific Islander/Native Hawaiian**
- g. ☐ Other, please specify: _____

2. Individual with disabilities***

- a. ☐ Yes ☐ No
- b. If yes, please specify: _____
- c. Please list any special accommodations required:

* This includes, for example, China, India, Japan, and Korea.

**This area includes any of the original peoples of Hawaii; the U.S. Pacific Territories of Guam, American Samoa, and the Northern Marianas; the U.S. Trust Territory of Palau; the Islands of Micronesia and Melanesia; and the Philippines.

***A person having a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

The information solicited on this form will not be available to those responsible for reviewing applications but will be used by OAI/NASA primarily to determine the extent to which various populations are represented in the applicant pool. This information will remain strictly confidential.

Applicant, fill in your name on the endorsement form, separate it from the application form, and give it along with the enclosed envelope (or a plain white envelope) to the teacher/faculty member you are asking to provide a recommendation based on your academic ability and interpersonal skills. Because the endorsement letter is requirement of the application package, you are encouraged to set a predetermined date with the faculty member of when you can pick up the endorsement.

L.E.R.C.I.P. TEACHER/FACULTY ENDORSEMENT

****Must be a current instructor in applicant's area of expertise.****

Student's name: _____

Student's school: _____

The above-named student is applying for a summer internship at the NASA GRC. If selected, the student will be given the opportunity to work with GRC staff in a professional environment. Your endorsement of the student is requested in the space provided below or attach a separate letter. Be sure to address the following: *Student's potential to contribute and benefit from the experience, academic interests, maturity and commitment to completion of assignments.*

☐ YES, I recommend the student for the program

☐ NO, I do not recommend the student

Printed name: _____ Date: _____

School title: _____ Telephone: _____

Department: _____

Address: _____
City State Zip Code

Email Address: _____

May we contact you for additional information? ☐ YES ☐ NO

IMPORTANT: For the student to be eligible for the program the endorsement and his/her application must be received no later than **January 31, 2004**. The student should return this form in a sealed envelope with their application materials. If the endorsement must be sent separately, it should be sent to the following address:

**Ohio Aerospace Institute
Attention: L.E.R.C.I.P.
22800 Cedar Point Road
Cleveland, OH 44142**

APPLICATION PACKAGE CHECKLIST

Before submitting your application materials, you should read it thoroughly. Special attention should be given to eligibility requirements, program dates, and deadlines. Be sure that you have supplied all information and materials requested. You are encouraged to make a copy of your completed application package, as we are unable to return any application materials submitted for the program.

REQUIRED APPLICATION INFORMATION FOR COMPLETED APPLICATION PACKAGE

(check when completed)

1. ☐ **2004 COLLEGE Student Application Form**
2. ☐ **Placement Information**
3. ☐ **Student's Narrative Statement**
4. ☐ **Academic Information**
5. ☐ **Student Certification** (*Name printed, signed and dated*)
6. ☐ **Student Information**
7. ☐ **Teacher/Faculty Endorsement Form** (*Return in sealed white envelope, be sure student's name is printed across the front of the envelope, photocopies of this form are not required. Must be received by January 31, 2004 for student to be eligible for program.*)
8. ☐ **School Transcripts** (*Attach your current transcript of courses completed. Transcript should include final grades, cumulative GPA, and credit hours taken to date thru 2003 Fall semester/quarters. Photocopying your original transcript for application copies is acceptable. Unofficial school photocopies are also acceptable. Unacceptable: computer generated or handwritten report cards.*)
9. ☐ **Original, signed application**
10. ☐ **Three, complete copies of application, NOT including original** (*Applications that do not have the required copies are considered incomplete and will not be processed.*)

Your application package will not be considered complete unless the original, signed application plus three copies of required items are included and received by January 31, 2004.

FAXED APPLICATION COPIES OR MATERIALS ARE UNACCEPTABLE.

Mail your **completed** application package to:

**Ohio Aerospace Institute (OAI)
Attn: L.E.R.C.I.P.
22800 Cedar Point Road
Cleveland, OH 44142**

Questions or additional information, contact:

OAI Telephone: 440-962-3170 Ext. 5006 or email: internships@oai.org or intern@grc.nasa.gov

Want more information about OAI or GRC visit:
website: <http://www.oai.org> or website: <http://www.grc.nasa.gov>

PLEASE BE ADVISED THAT ANY APPLICATION OR APPLICATION MATERIALS RECEIVED AFTER THE DEADLINE DATE, JANUARY 31, 2004, WILL NOT BE CONSIDERED OR PROCESSED AND ARE CONSIDERED INELIGIBLE—NO EXCEPTIONS.